

ONE.UF: STUDENT VIEW OF DROPPING A COURSE

This instruction guide will walk you through the process a student goes through to drop a course in ONE.UF.

NAVIGATION

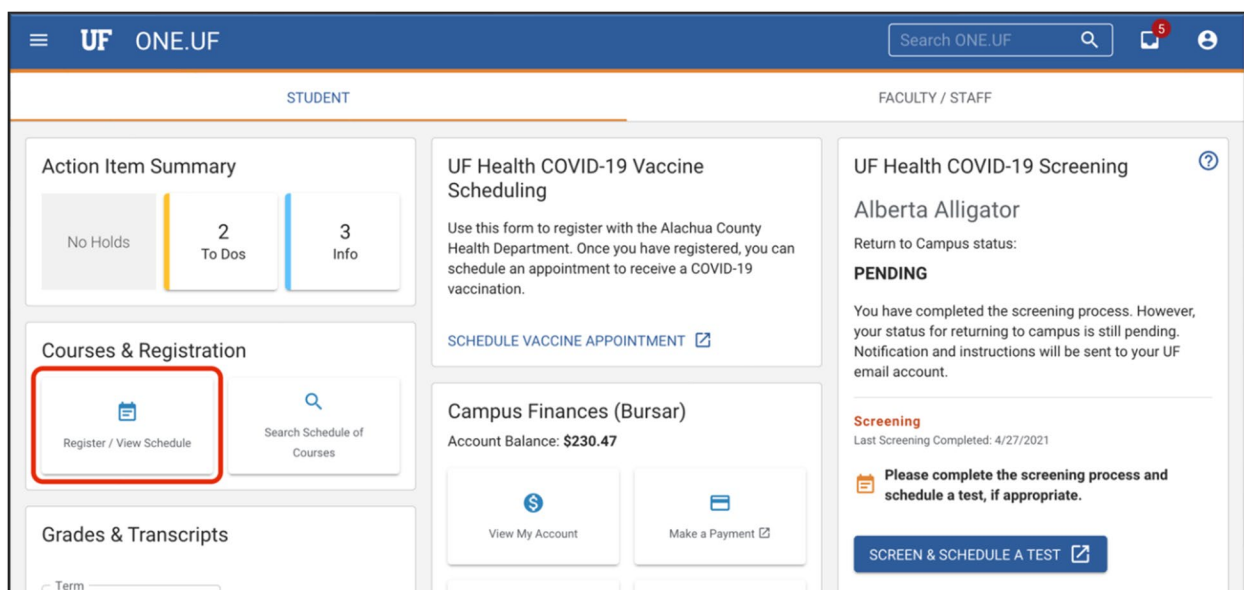
Students will use the following navigation to log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
5. Click the **LOG IN** button

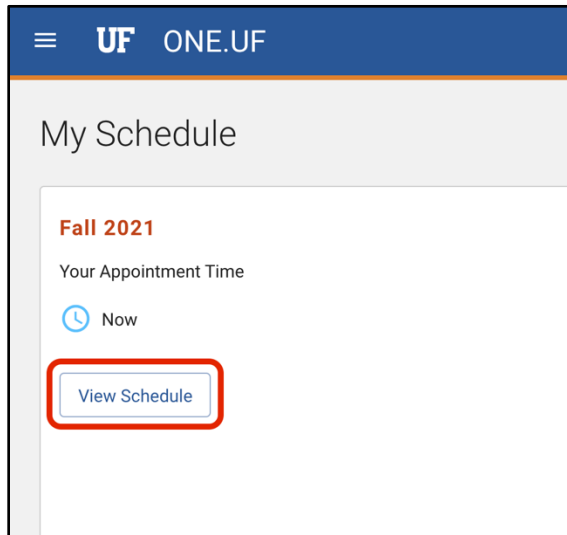
PROCESS

Students will use the following steps to drop a course from their schedule:

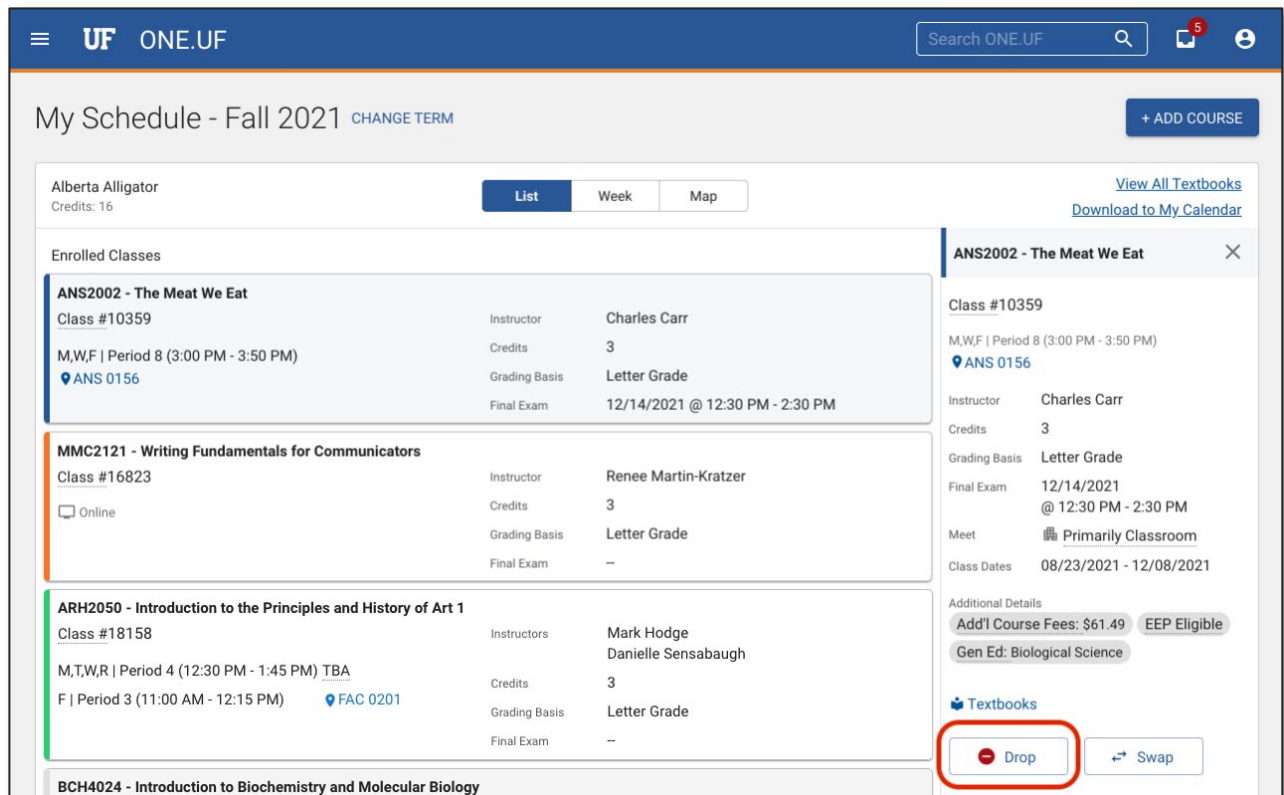
1. Click **Register / View Schedule**.



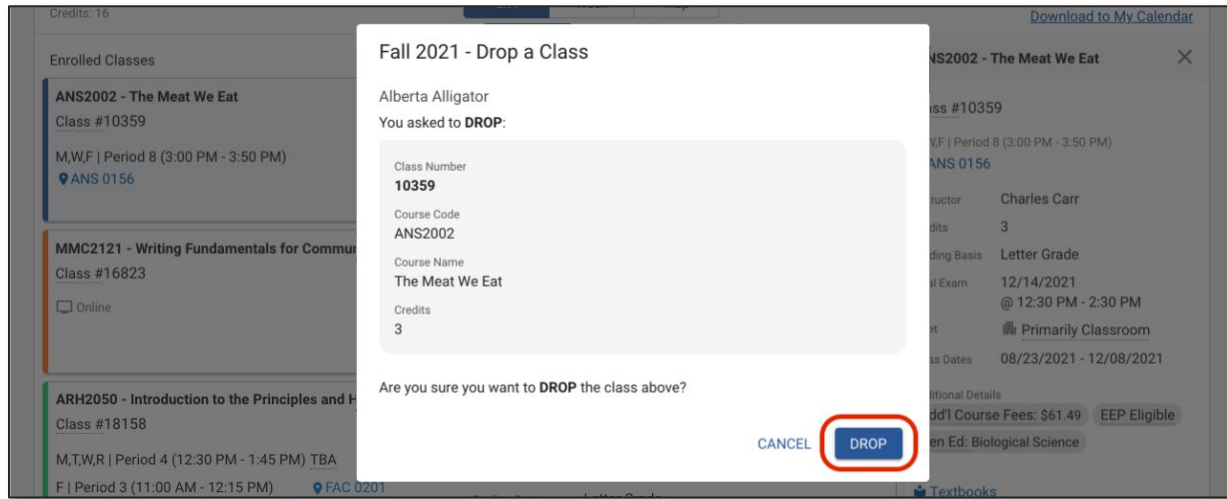
- Click the **View Schedule** button.



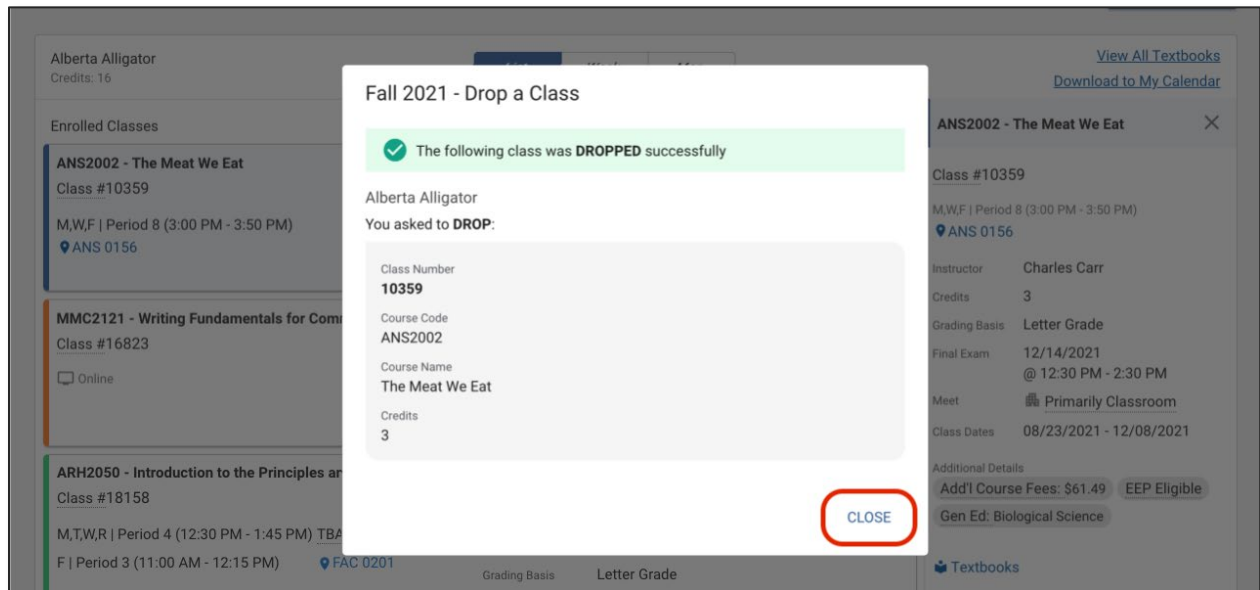
- Select the appropriate course and click **Drop**.



- Click the **Drop** button to confirm dropping the course.



- The course has now been dropped from the student's schedule. Click the **Close** button



6. The course no longer appears on the student's schedule.

The screenshot shows the 'My Schedule - Fall 2021' page on the ONE.UF portal. At the top, there is a search bar and a 'CHANGE TERM' link. Below the header, the user's name 'Alberta Alligator' and credits 'Credits: 13' are displayed. The page is divided into sections for 'Enrolled Classes'. The first class, 'MMC2121 - Writing Fundamentals for Communicators', is expanded, showing details like 'Class #16823', 'Online' status, 'Instructor: Renee Martin-Kratzer', 'Credits: 3', 'Grading Basis: Letter Grade', and 'Final Exam: --'. The second class, 'ARH2050 - Introduction to the Principles and History of Art 1', is also expanded, showing 'Class #18158', 'M,T,W,R | Period 4 (12:30 PM - 1:45 PM) TBA', 'F | Period 3 (11:00 AM - 12:15 PM)', 'Instructors: Mark Hodge, Danielle Sensabaugh', 'Credits: 3', 'Grading Basis: Letter Grade', and 'Final Exam: --'. The third class, 'BCH4024 - Introduction to Biochemistry and Molecular Biology', is listed but not expanded. There are links for 'View All Textbooks' and 'Download to My Calendar' on the right side.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
352-392-1374
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